

HUMAN RESOURCES ADMINISTRATOR

PURPOSE: Assist the Manager, Human Resources & Safety with managing and coordinating the planning, implementation and administration of programs and processes in the functional areas of human resources management, including recruitment, assessment and selection, classification and compensation, employee and labor relations, workers' compensation/safety, and training and development.

This classification provides management, organizational and leadership support for employees involved in delivering human resources services. Employees in this class are responsible for assessing the effectiveness of programs, processes and procedures in meeting the City's overall strategic goals and for developing and implementing changes and improvements as appropriate. Principally responsible for compliance matters. Requires a high level of independence and decision-making in carrying out job responsibilities.

FUNCTIONAL AREAS:

1. Manage a variety of activities in the functional areas of human resources.
 - * A. Participate in developing short- and long-term goals and objectives.
 - * B. Assess the effectiveness of human resource programs and procedures in meeting overall strategic goals.
 - * C. Maintain awareness of trends and developments in human resources practices and implement new, enhanced and revised procedures/programs based on trend analysis, policy direction and compliance with laws and regulations.
 - * D. Ensure that all governmental reports are accurate, complete and filed by submission deadlines.
 - * E. Provide input into, review and approve setup specifications for HRIS upgrades and conversions; and determine or approve the design and maintenance of human resources related databases.
 - * F. Research, recommend, develop and implement process improvements and enhancements to increase efficiencies and effectiveness of human resource administration.
 - * G. Research and develop educational materials and presentations to train managers and employees on human resources-related subjects.
 - * H. Research, write and/or revise human resources-related policies and procedures; oversee maintenance of the City Policy & Procedure Manual.
 - * I. Analyze proposed legislation for potential impact on human resources operations and develop recommendations.
 - * J. Inform, advise and counsel management on employee issues, contract administration, civil service code and other human resources issues.
 - * K. Monitor selection processes, research and recommend new methods for recruitment and selection, and conduct selections for high-level positions.
 - * L. Conduct and participate in complex compensation surveys, maintain the City's comparable worth system, and recommend and participate in the negotiation of appropriate wage rates to the Manager.
 - * M. Coordinate workforce development and career management initiatives.
 - * N. Assist with labor relations issues including investigations, discipline and grievances.

2. Participate in the contract negotiation process.
 - * A. Research options for management proposals and assist with the development of management positions.
 - * B. Draft contract language for management proposals.
 - * C. Advise management on the effects of proposed language by unions and management.
 - * D. Develop and maintain statistical and other data on current and proposed benefit plans.
 - * E. Revise benefit-related contract language for compliance with changes to federal and state laws and regulations.
 - * F. Participate in negotiation sessions as required.
3. Organize and direct the work of assigned team.
 - * A. In collaboration with supervisor, determine work priorities.
 - * B. Assign work and coordinate work schedules.
 - * C. Provide input into decisions regarding the hire and transfer of personnel.
 - * D. Train team in safe and proper work methods and procedures.
 - * E. Monitor work for compliance with established methods, guidelines, standards and procedures.
 - * F. Review work of team members for completeness and quality, and provide feedback as needed.
 - * G. Provide input to management to aid in decisions related to discipline and grievance resolution.
 - * H. Provide information and instruction to assigned team verbally and in writing as needed.
4. Perform related tasks as assigned.
 - * A. Oversee the City's workers' compensation program; serve as liaison between workers' compensation third party administrator and injured employees and their supervisors; manage and resolve issues.
 - * B. Assist in the development and monitoring of the division budget.
 - * C. Investigate and respond to a variety of complaints and inquiries.
 - * D. Testify at hearings on matters related to areas of technical expertise.
 - * E. Represent employer on intergovernmental committees and task forces as directed.
 - * F. Act on behalf of the Manager, Human Resources & Safety upon request or during absence.
 - * G. Prepare special regular and special reports and other correspondence; monitor personnel transactions and maintain records and files.

JOB REQUIREMENTS

Education & Experience Requirements

- ❖ A. Bachelor's degree in public administration, human resources or a related field from an accredited college or university, plus a minimum of six (6) years of progressively responsible professional experience as a human resources generalist; or a combination of education and experience determined by management to be equivalent.

License Requirements

- A. Certification by the Human Resource Certification Institute (HRCI) as PHR, GPHR, or SPHR preferred.

Knowledge Requirements

- ❖ A. Extensive knowledge of the principles and practices of public personnel administration and human resource management.
- ❖ B. Extensive knowledge of job analysis and job classification techniques and methods.
- ❖ C. Extensive knowledge of employment testing principles and techniques.
- ❖ D. Extensive knowledge of governmental regulations and laws related to human resource administration.
- ❖ E. Knowledge of interviewing methods and techniques.
- ❖ F. Knowledge of statistics and their practical application.
- ❖ G. Knowledge of research and data analysis methods and techniques.
- ❖ H. Knowledge of customer service standards, principles and techniques.

Skill Requirements

- ❖ A. Skill in administering a variety of human resource programs.
- ❖ B. Skill in communicating logically, persuasively and accurately in verbal and written forms.
- ❖ C. Strong computer skills, including HRIS, word processing, database, spreadsheet, presentation and email applications.
- ❖ D. Skill in applying sound business judgment in decision making.
- ❖ E. Skill in providing exemplary customer service and satisfaction with continuous focus on compliance.
- ❖ F. Skill in researching and analyzing complex issues, developing recommended actions, preparing reports and maintaining records.

Ability Requirements

- ❖ A. Ability to develop and evaluate long-term plans and programs.
- ❖ B. Ability to respond effectively to the most sensitive inquiries and complaints.
- ❖ C. Ability to read, comprehend, and explain complex materials, often involving legal and technical matters in which the individual may have little background or knowledge.
- ❖ D. Ability to interpret specific rules, laws, policies, contracts and documents and to apply them to a variety of situations.
- ❖ E. Ability to plan, direct and review work of assigned staff.
- ❖ F. Ability to communicate both one-to-one and before groups to obtain or provide information.
- ❖ G. Ability to work independently and to organize and prioritize workload.
- ❖ H. Ability to establish and maintain effective working relationships with all levels of the organization, unions, other governmental entities, vendors and the general public.

Physical Requirements

- ❖ A. Ability to sit for extended periods.
- ❖ B. Ability to transport oneself to, from, and around the sites of projects, meetings and presentations.
- ❖ C. Ability to occasionally transport, usually by lifting and carrying, material/equipment

- weighing up to 25 pounds per load for presentations.
- ❖ D. Fine dexterity to operate computer, calculator and other office equipment.
- ❖ E. Visual acuity to inspect documents for accuracy.
- ❖ F. Ability to hear and speak sufficiently to exchange information in person and by telephone.
- ❖ G. Ability to occasionally bend, stoop and reach for supplies, files, etc.
- ❖ H. Ability to attend work on a regular basis.

* Essential functions of the position

❖ Job requirements necessary the first day of employment

Anlst: JA	Class: 1734	Union: Confidential	Pay: 11	CSB: 20101005
CC: 20101206	Res: 10-0607R	EEOC: Professional	EEOF: Admin/Finance	WC: 8810